

# COOP CONNECTION

EMI SIG Continuity of Operations Subcommittee Newsletter



## Leadership, Staff, Facilities, and Communications

### Tabletop Exercise Demonstrates Response to Critical IT Shutdown

The Legion of Darkness 2014 Continuity of Operations Program (COOP) Virtual Tabletop Pilot Exercise (VTPX) was successfully conducted on August 13, 2014. Dale Leschnitzer, Los Alamos National Laboratory (LANL), was the Exercise Director and the Lead Facilitator for the exercise, with five participating sites and three sites observing.

The participating sites included the Argonne National Laboratory (ANL), East Tennessee Technology Park (ETTP), Nevada National Security Site (NNSS), Sandia National Laboratory (SNL/NM), and the DOE Continuity Program Office. The observing sites included Idaho Cleanup Project, Hanford, and NA-41. A total of 55 individuals participated in the exercise.

The objectives of the exercise were to:

- Engage local Mission Essential Functions (MEFs) into COOP discussions with local Emergency Management and COOP personnel.
- Examine technological dependencies for individual MEFs.
- Identify and test cross-site notifications and communications.
- Identify DOE/NNSA Headquarters involvement in local COOP situations.
- Examine and utilize new virtual techniques in exercise delivery.

The exercise was hosted over the Internet on a system called Adobe Connect with a toll free number



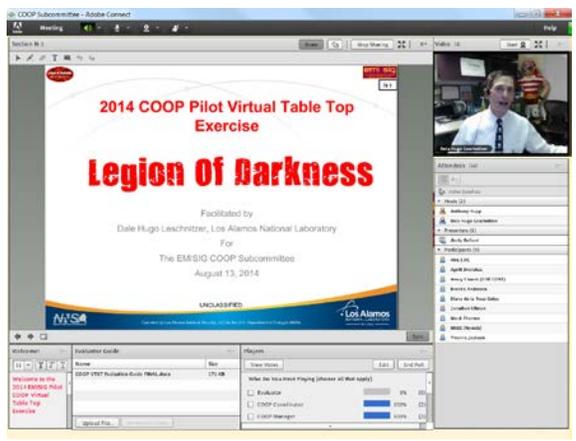
WE'RE CONNECTED:

#### INSIDE THIS ISSUE

Tabletop Exercise Demonstrates Response to IT Shutdown	1
Ebola Guidance for 911 and EMS Responders	2
Hospital Checklist for Ebola Preparedness	2
Did You Know? Records Management	2
Upcoming Conferences	3
Training Opportunities	3
NIOSH Announces New Response Directory Web Page	3
COOP Subcommittee Conference Calls	3

for audio. The exercise included online surveys, local discussion, and information sharing for all participants. The scenario intent was to shut down a facility hosting a critical IT system that supports a local MEF.

Products developed and piloted during the exercise included Facilitator and Evaluator/Observer Guides. An After Action Report is currently being finalized.



We appreciate all the sites and COOPSC members who supported and participated in this exercise. Our thanks also go to Dale for all his hard work in developing and facilitating this exercise. Without him, this VTPX would not have occurred. Thank you Dale!!

## Ebola Guidance for 911 and EMS Responders

The Centers for Disease Control and Prevention posted "[Interim Guidance for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points \(PSAPs\) for Management of Patients with Known or Suspected Ebola Virus Disease in the United States](#)" to their website recently. The guidance is also intended for law enforcement and fire service agencies.

This interim guidance aims to help medical first responders effectively treat patients with potential [Ebola](#) symptoms to keep those workers safe. It provides proposed caller queries for PSAPs in areas where Ebola cases might be confirmed. It also provides guidance on patient assessment procedures for pre-hospital EMS, patient transport, infection control, use of PPE, cleaning transport vehicles, and reporting.

Four American Ebola patients have been transported to the U.S., but no confirmed cases have been detected here so far. This report stresses that the likelihood of contracting Ebola is extremely low unless a person has direct unprotected contact with the blood or body fluids of a person who is sick with Ebola. However, all first responders should understand their role if confirmed cases of the virus show up here.

Coordination between PSAPs, the EMS system, healthcare facilities, and the public health system is important for a coordinated response to Ebola. Each 911 and EMS system should seek the involvement of an EMS medical director to provide appropriate medical oversight.

## Did You Know? Records Management

- An essential records program must be established in accordance with DOE O 243.1B, *Records Management Program*.
- Titles of records that are essential to accomplish associated essential functions must be identified in a COOP Plan.
- Duplicate records or backup electronic files must be prepositioned or otherwise available at an Alternate Operating Facility and devolution site.

For further information about Essential Records, see page I-8 in DOE O 150.1A, [Continuity Programs](#).

## Hospital Checklist for Ebola Preparedness

The U.S. Department of Health and Human Services (DHHS), Centers for Disease Control and Prevention (CDC), and Office of the Assistant Secretary for Preparedness and Response (ASPR), in addition to other federal, state, and local partners, aim to increase understanding of Ebola virus disease (EVD) and encourage U.S. hospitals and medical clinics to prepare for managing patients with EVD and other infectious diseases.

Every hospital and medical clinic should ensure that it can detect a patient, and respond in a coordinated fashion. Many of the signs and symptoms of EVD are non-specific and similar to those of many common infectious diseases, as well as other infectious diseases with high mortality rates. Transmission can be prevented with infection control measures.

In order to enhance our collective preparedness and response efforts, [this checklist](#) highlights key areas for hospital and clinic staff—especially hospital emergency management officers, infection control practitioners, and clinical practitioners—to review in preparation for a person with EVD arriving at a hospital or clinic for medical care. The checklist provides practical and specific suggestions to ensure your hospital is able to detect possible EVD cases, protect your employees, and respond appropriately.

Hospitals and clinics should review infection control policies and procedures and incorporate plans for administrative, environmental, and communications measures.

## Upcoming Conferences

### [IAEM 62<sup>nd</sup> Annual Conference & EMEC 2014](#)

November 14-19, 2014

Grand Hyatt Gonzalez Convention Center  
San Antonio, TX

### [2015 EMI SIG Annual Meeting](#)

July 6-10, 2015

National Conservation Training Center (NCTC)  
Shepherdstown, WV

## Training Opportunities

The Continuity Program Office is offering FEMA's [L-262 Instructional Delivery for Subject Matter Experts](#) course on November 3-6, 2014 in A-410 of the Germantown Facility. The deadline to apply for this course is October 15, 2014. There are also seats still available for the October 14-15 [L-549 Reconstitution Planning Workshop](#) (Germantown). Please contact Avery Church at [avery.church@nnsa.doe.gov](mailto:avery.church@nnsa.doe.gov) or Matthew Mahar at [matthew.mahar@nnsa.doe.gov](mailto:matthew.mahar@nnsa.doe.gov) to register.

FEMA is also offering training course [V-0015](#), part of its Virtual Tabletop Exercise Series. V-0015 is a training in cybersecurity and will be held online Oct. 7-9 via video teleconference. There will be three offerings, one each day, of the same scenario from Noon to 4 p.m. (EST).

## COOP Subcommittee Conference Calls

COOP Subcommittee conference calls typically occur on the second Thursday of each month from 3-4 p.m., Eastern. The schedule for the next four calls is below.

- Thursday, October 9
- Thursday, November 13
- Thursday, December 11
- Thursday, January 8

Agendas are sent prior to each call. If you have questions about the COOP Subcommittee conference calls, please contact Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org) or (865) 576-9623.

## Want to Contribute to COOP Connection?

If you'd like to contribute continuity stories, calendar items, or any other news related to COOP, please send them to Becky Bullard at [Becky.Bullard@orau.org](mailto:Becky.Bullard@orau.org) or to Jeff Morrison at [morrisjl@nv.doe.gov](mailto:morrisjl@nv.doe.gov). The deadline for submissions for the January issue is December 5, 2014.

## NIOSH Announces New Response Directory Web Page

In recognition of September's Emergency Preparedness Month, NIOSH introduced the new [NIOSH Emergency Preparedness and Response Directory web page](#). The Emergency Preparedness and Response Office is part of the NIOSH Office of the Director and offers the following:

- Assistance on the selection and use of personal protective equipment
- Review and clearance for guidance documents and communication materials
- Coordination with other agencies and volunteer groups on occupational safety and health matters
- Responses to questions from businesses on how to protect their employees
- Healthcare facility design and engineering support for treatment facilities in Africa

The new web page provides improved access to NIOSH topics and publications about responder safety and health, natural disasters and hazards, and NIOSH disaster response efforts as well as links to related NIOSH programs.